

	<p>केंद्रीय शुल्क के प्रधान आयुक्त का कार्यालय OFFICE OF THE PRINCIPAL COMMISSIONER OF CENTRAL TAX हैदराबाद जीएसटी आयुक्तालय HYDERABAD GST COMMISSIONERATE जीएसटी भवन, एल बी स्टेडियम रोड, बशीर बाग, हैदराबाद-500 004 GST BHAVAN, L B STADIUM ROAD, BASHEERBAGH, HYDERABAD-500004 Phone No.040-23241117 / 23240725 Fax No. 040-23299204 e-mail:cgst.hydcmmr@gov.in</p>	 <p>IS 15700 : 2005 Certified Commissionerate</p>
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**C.No.I/22/63/2019 -Admn**

**Date : 07.08.2019**

**TENDER NOTICE FOR OUTSOURCING OF SECURITY SERVICES FOR  
THE OFFICE OF THE PRINCIPAL COMMISSIONER  
HYDERABAD GST COMMISSIONERATE**

The Principal Commissioner of Central Tax, Hyderabad GST Commissionerate on behalf of the President of India , invites tender quotations for Outsourcing of Security Services at the Headquarters Office of Hyderabad GST Commissionerate, GST Bhavan, Basheerbagh, Hyderabad -500 004 as detailed below.

2. Interested Security Services Agencies with experience of at least three years and presently handling similar nature of work and also willing to comply with the terms and conditions annexed to this notice may submit their bids in a sealed condition to the Principal Commissioner of Central Tax & Central Excise, Hyderabad GST Commissionerate, GST Bhavan, Basheerbagh, Hyderabad-500 004 on or before 26/08/2019 by 13.00 Hrs. Submission of bids should be as per two bid system i.e., Technical and Financial bid separately in two different sealed envelopes. These envelopes shall be super-scribed "Technical Bid" and "Financial Bid" and both the envelopes should be put inside a bigger sealed envelope which shall be super-scribed with the words "TENDER FOR OUTSOURCING OF SECURITY SERVICE" on the top of the sealed cover. The nature of service to be provided and the conditions are placed in the official websites of <https://eprocure.gov.in/epublish/app> , [www.cbic.gov.in](http://www.cbic.gov.in) & [www.cexhyd2.gov.in](http://www.cexhyd2.gov.in).

3. THE LAST DATE FOR RECEIPT OF SEALED TENDERS IS 26/08/2019 TILL 13.00 HRS. The sealed tenders should be dropped in the Tender Box available in Administration Section (Hqrs.), Room No. 418, 3rd Floor, GST Bhavan, L.B. Stadium Road, Basheerbagh, Hyderabad between 10.00 hrs to 17.00 hrs on all working days. The tenders will be opened on 26/08/2019 at 15.00 Hrs.

4. The firms, who wish to be present at the time of opening of Tender may present themselves or authorise their representatives with an authorisation letter during the opening of tenders on 26/08/2019 at 15.00 Hrs.

5. It is to inform that the Principal Commissioner of Central Tax & Central Excise, Hyderabad GST Commissionerate reserves the right to reject all or any of the offers without assigning any reason thereof and the decision of this office shall be final and binding.

Encl: Annexure-A (Terms & Conditions)  
Annexure-B (Proforma for Technical Bid)  
Annexure-C (Proforma for Financial Bid)

Sd/-  
**(K. VIJAYA BABU)**  
**DEPUTY COMMISSIONER (ADMN**

## ANNEXURE-‘A’

### TERMS AND CONDITIONS FOR OUTSOURCING OF SECURITY SERVICES

The eligible bidders may submit their bids in two bid format –Technical bid and Financial bid. Technical bid and financial bid formats are enclosed as **Annexure A & Annexure B**. The tender forms may be downloaded from <https://eprocure.gov.in/epublish/app>, [www.cbic.gov.in](http://www.cbic.gov.in) & [www.cexhyd2.gov.in](http://www.cexhyd2.gov.in).

2. Principal Commissioner, Central Tax & Central Excise, Hyderabad GST Commissionerate reserves the right to obtain clarification/ additional information from the bidders.

3. Principal Commissioner, Central Tax & Central Excise, Hyderabad GST Commissionerate reserves the right to accept or reject any or all the offers without assigning any reasons, whatsoever and may not seek any services from any vendor as a consequence of the tender publish.

4. Tenders not submitted in proper form or within due date and time will be rejected.

5. **EARNEST MONEY DEPOSIT:** The “Technical Bid” cover must be accompanied with non interest bearing Earnest Money of Rs. 60,000/- (Rupees Sixty Thousand only) in the form of Demand Draft in favour of the Chief Accounts Officer, Hyderabad GST Commissionerate, failing which tender will not be considered for opening of Financial Bid. Bid Security (also known as Earnest Money) is to be obtained from the bidders except Micro and Small Enterprises (MSEs) as defined in MSE Procurement Policy issued by Department of Micro, Small and Medium Enterprises (MSME) or is registered with the Central Purchase Organisation or the concerned Ministry or Department.

6. The agencies are advised to visit the work site to understand the nature of work/quantum of work in its true perspective to avoid any misunderstanding.

7. A tender may be rejected while scrutiny of technical bids in case there is unsatisfactory past performance in the execution of an earlier contract.

8. All the bills of the contractors will be cleared subject to the production of clearance certificate by the contractors in respect of compliance of all statutory requirements.

#### **PRE- QUALIFICATION CRITERIA:**

1. The agencies should be an incorporated entity
2. Should have experience of atleast three years in similar nature of work.
3. The agency should be registered with EPFO and ESIC and other statutory bodies.
4. The agency should not have been black listed by any Government/ semi Government or any other organization.

## SCOPE OF WORK

1. The requirement is for provision of security services for the office of the Principal Commissioner, Central Tax & Central Excise, Hyderabad GST Commissionerate consisting of Ground + 7 floors with terrace and parking area. The service includes protection of all movable and immovable assets, perimeter protection, prevention of unauthorized intrusion of persons and material, regulating entry and exit of persons with respect to the area surrounding the premises proposed to be secured and surveillance and guarding.
2. Presently the premises requires 8 security personnel per day during weekdays and 06 Security personnel during holidays and weekends as tabulated Shift wise below.

Shift A: 9am - 6pm

Shift B: 6pm - 2am

Shift C: 2am - 9am

Locations	Weekdays			Weekends/Holidays		
	Shift A (General)	Shift B	Shift C	Shift A (General)	Shift B	Shift C
Ingate	1	1	1	1	1	1
Outgate	1	1	1	1	1	1
Parking area & surrounding area of the building within the premises	1	0	0	0	0	0
Reception	1	0	0	0	0	0
	4	2	2	2	2	2
<p>Total number of Security personnel required is 08 members. Security Personnel posted on weekends/holidays are also required to watch and guard the open area in the premises including parking area.</p>						

3. The security personnel are expected to be deployed immediately on awarding the tender. Double shift for any of the security personnel will not be permitted under any circumstances. In case such deployment is noticed, it will be viewed seriously and may result in the termination of the contract. The security personnel shall be rotated from one shift to another at proper frequency. The agency shall follow all the statutory laws / labour laws. However, it will be the responsibility of the agency to provide replacements and ensure uninterrupted security services on all days and on 24 x 7 basis.
4. While selecting the vendors, emphasis will be given on ability and competency in rendering good quality services and ability to promptly provide replacement of absent/ deficient guards.

5. The bidders / vendors who meet all the eligibility criteria and terms and conditions in all respects should submit their tenders.
6. The number of security guards indicated above is provisional and the numbers may be increased or decreased at the discretion of the Department and they may be relocated as per the requirements, at the discretion of the Department.
7. The agency should have sufficient pool of trained / experienced reserve manpower to provide un-interrupted security services during the period of the contract. The agency shall provide proper relievers for the security personnel on weekly off/ holidays. The security posts shall not be left unattended at any point of time, whatsoever.
8. An authorized official of the security agency shall make rounds and check his guards at least once a week or as directed by the Department and make an entry in the register maintained for it along with company seal.
9. It shall be contractor's sole responsibility to protect the public and his employees against accident from any cause and provide required safety equipments and shall indemnify, the company against any claims for damages for injury to the person or property resulting from any such accidents and shall, where the provisions of the workmen's compensation act apply, take steps to properly insure against any claims there under.
10. The Principal Commissioner, Central Tax & Central Excise, Hyderabad GST Commissionerate reserves the right to modify/ append or delete any clause without giving any notice.

#### **OBLIGATIONS TOWARDS STATUTORY LIABILITIES**

- a. All statutory requirements under Minimum Wages Act 1948 Payment of Wages Act 1936 Workmen Compensation Act 1923, EPF & MP Act 1952, Payment of Gratuity Act 1972 ESI Act, 1948, the Contract Labour (R&A) Act 1970, Payment of Bonus Act 1965, Income Tax Act, GST Act and all other applicable Acts and latest amendments to these acts shall be complied with by the service provider.
- b. Service provider shall comply with all statutory requirements, rules, regulations, notifications in relation to employment of his employees issued from time to time by the concerned authorities.
- c. Service provider shall ensure payment of prescribed minimum wages as applicable from time to time and maintain proper records of their timely disbursement. These records need to be preserved for a period of at least 3 years and should be made available even after the contract is over for any verification by the statutory authorities /Service Tax authorities.
- d. Service provider to provide PF pass book to his employees and ensure payment of PF, EDLI, pension dues under EPF & MP Act 1952 to the RPFCL.
- e. Service provider shall ensure payment of ESI contribution under ESI Act 1948 and provide ESI membership No / Card of each employees.

- f. Service provider shall produce proof of deductions as well as remittances of PF, EDLI, Pension, ESI contribution, GST Payments and administrative charges etc., wherever applicable and shall maintain proper records. Service provider to issue wage slips to his employees.
- g. Service provider shall furnish proper returns to the concerned statutory authorities and provide a copy of the same to Department.
- h. Service provider shall be solely responsible for non-payment / delayed payment of wages / DA, contributions under EPF & MP Act, ESI Act, Service Tax and other statutory liabilities.
- i. In case the service provider fails to make payment of wages to his employees or remittance of contribution to the concerned authorities, the security deposit / other dues / running bills under the contract can be utilized by the department to discharge the liability of the service provider.
- j. Service provider shall indemnify the department against all claims and losses under various Labour Laws, statutes or any civil or criminal law in connection with employees deployed by him.
- k. The liability for any compensation on account of injury sustained by an employee of the service provider will be exclusively that of the service provider.
- l. Service provider to obtain insurance cover for his employees / equipment, tools and tackles etc and take third party risk insurance coverage at his own cost. The department shall not be responsible for any loss, damage pilferage of his property and / or his employees.
- m. Service provider should have independent code numbers / exemptions under EPF & MP Act 1952 and ESI Act 1948 and shall cover his employees under the said codes.
- n. Payment of bonus under the Payment of Bonus Act, Payment of gratuity under the Gratuity Act, and retrenchment compensation under the ID Act will be the sole responsibility of the service provider.
- o. Over and above the daily wage rate, payment shall be made for leave with wages.

#### **DUTIES OF THE SECURITY GUARDS:**

1. The personnel engaged ought to be polite yet firm, disciplined, physically fit and alert, smartly dressed in uniform.
2. They should conduct themselves in a fit manner before distinguished visitors, VIPs and Officers.
3. They should check control and restrict entries to staff/ workers/ authorized personnel of the Department and others by valid passes or searching if required and movement of vehicles incoming / outgoing and materials( with gate passes/ challans) and time keeping.
4. Maintain strict security of the men, material and premises. They will be entirely responsible for thefts of easily movable items like official records, furniture items, computers, bathroom fittings, fans, exhaust fans, telephone instruments, fire extinguishers etc.
5. They will not leave the place of duty under any circumstances until and unless properly relieved.

6. Alert the staff on duty in case of fire and assist in fire fighting operations if necessary.
7. Should watch out for any unidentified / unclaimed / suspicious objects persons in the buildings/ premises.
8. Should stand by the Department in case of any calamities/dharnas/ strikes / bandh calls etc. and attend to the security of the officers of the Department.

**MAJOR TERMS OF AGREEMENT:**

1. Period of agreement : The agreement is usually for one year, i.e, from 01.09.2019 to 31.08.2020. The agency would have to undertake to employ and provide the requisite number of trained personnel for the service. And also be responsible for payment of their emoluments and dues, discipline and work and compliance of all local, State and Central laws in this regard. Preference may be given to ex- servicemen with at least 50 % of the personnel including supervisors should be ex- servicemen. However, if ex- servicemen are not available, the agency should ensure that the persons engaged are of highest standards of integrity, discipline and capability.
2. The entire responsibility for taking security measures of the said building /premises is of the agency and the Department will not be liable to pay anything for the loss of material or manpower during the period of the contract. The agency will be responsible for any loss of property etc., for the negligence of the persons employed by it including the civil and criminal liability arising from the acts of its personnel and department will not be responsible for such acts under any circumstances.
3. The Department on its part shall not be liable to pay any charges , dues, compensation under any of the industrial laws or other laws applicable to the security personnel which shall be the sole responsibility of the agency and the agency alone shall be the employer of such personnel. The security agency would ensure that the personnel deployed by it in the Department would not be entitled at any point of time of their service with the Agency to claim employment in the Department in any circumstances whatsoever.
4. Terms of payment: The Department shall pay the agreed amount to the agency on monthly basis after completion of the month. In case the work is found unsatisfactory, part of the payment will be withheld and the amount will be released subsequently only after satisfactory performance for a continuous period as deemed fit. The agency will submit a certificate on its letterhead each month that they have paid wages to their employees for the previous month as per latest government laws / regulations and remitted the ESIC ,Service Tax and EPF and other statutory remittances / contributions accordingly.
5. Earnest money: The tender will be accepted only along with the earnest money of Rs. 60,000/-. The EMD of the unsuccessful bidders will be returned and no interest shall accrue on it at all in respect of the successful bidders, EMD will be adjusted against security deposit. The EMD shall not bear any interest.
6. Security Deposit : After awarding a contract, the contractor should furnish performance security deposit amount of Rs. 1,50,000/- (Rupees One lakh Fifty Thousand only) in favour of Principal Commissioner, Central Tax & Central Excise, Hyderabad GST Commissionerate on behalf of The President, Govt. of India in the form of Bank Guarantee from a Commercial Bank. Security deposit will be refunded after one month of completion of the contract

period after recovery of dues if any from the agency and no interest shall accrue on it.

7. Decisions relating to the contract. : The decision of the competent authority in all matters of the contract shall be final and binding on both the parties – the Department and the agency.

8. Fitness of staff : The agency will employ and provide the requisite number of trained security guards not below the age of 18 years and not over the age of 45 years who are medically and physically fit for the job. The agency will also ensure that all the workers are free from any infectious diseases before deployment for work. The security personnel must also be professional.

9. The antecedents of all the security personnel shall be got verified from the police by the agency before deployment for work at the agency's own cost. The Department reserves the right to any verification (including police verification) independently and the agency shall provide full cooperation.

10. Photographs, documents with full address proof and telephone number of all housekeeping personnel should be provided to the competent authority of this department for records.

11. Uniform: The agency shall provide the security personnel with functional uniforms and equipment like whistles, laminated ID cards, proper shoes, torches and other security accessories.

12. Discipline: The security personnel will conduct themselves with utmost discipline. In case any of the personnel is found unfit by the Department, he has to be replaced by the security agency immediately.

12. Other requirements: Insurance accident risks of the security personnel will be the responsibility of the agency. The agency will ensure that proper license / permission from the concerned authorities wherever applicable have been obtained. The agency will ensure that all its personnel / supervisors must have first aid training, fire safety training and adequate security duty before deployment for work.

13. Recovery: The Department shall have the right to impose cash penalty on the agency or deduct such amounts from its security deposit in case of default by security staff or breach in performance or if the Department is put to any financial loss directly or indirectly by any act of commission or omission on the part of the security agency or its employees.

14. The contract can be terminated by either party by giving one month notice without being mandatory to assigning any reason.

15. The agency shall maintain all information obtained by it and / or provided by the Department during the actual security work as strictly confidential.

16. The agencies are advised to visit the work site to understand the nature of the work / quantum of work in its true perspective.

Encl: As Above

Sd/-  
**(K. VIJAYA BABU)**  
**DEPUTY COMMISSIONER (ADMN)**



**ANNEXURE - B (TECHNICAL BID)**  
**SEALED QUOTATION FOR SECURITY SERVICES**

1	Name of the agency	
2	Address (With Tel. No. & FAX No)	
3	Name & Address of the proprietor/partners/Directors(With Mobile Numbers)	
4	Contact person(s) (With mobile Numbers)	
5	EMD/MSME/NSIC (enclose EMD demand draft or MSME/NSIC certificates)	
6	Names of personnel who are to head the security arrangements for the Department.	
7	No. of years of experience in providing security services. (enclose certificates of good performance )	
8	ITR (last 3 years ending 31.03.2019) Certified by Chartered Accountant	
9	Permanent Account Number (PAN)	
10	Service Tax / GST Registration No	
11	Employees Provident Fund Registration No.	
12	Employees State Insurance Corporation Registration No.	
13	Contract Labour Act Licence No.& date & its validity period.	
14	List of present clients relating to Government Departments (enclose copy of work orders)	
15	Details of legal disputes if any.	
16	Total staff/workers of the firm	

(Note: - Attach attested photo copies of all the above Documents.)

**DECLARATION**

I hereby certify that the information furnished above is true and correct to the best of my/our knowledge. I understand that in case, any deviation is found in the above statement at any stage; I/We will be blacklisted and will not have any dealing with the Department in future. I/We convey our unconditional acceptance of the major terms and conditions as mentioned in the tender document.

It is also understood that the security handling personnel of our agency would be the employees of the agency and not of the Department. I / We will comply with all statutory requirements and there is no violation of all applicable laws in relation to the security personnel that we employ.

I hereby confirm that I am authorized to sign the Tender Document.

Name of the Authorized signatory :  
Signature of the Authorized signatory :  
with seal/stamp

**ANNEXURE - C (FINANCIAL BID)**  
**SEALED QUOTATION FOR SECURITY SERVICES**

1. Name of the agency :
  
2. The cost of providing security services per month as per scope of work in the tender document.

Sl. No.	Rate for one security personnel including taxes/levy etc.,per day (in Rs.)	Total Rate for 08 Security Personnel including taxes/levy etc., per day (in Rs.)	Total Monthly Charges for providing Security Services including taxes/levy etc., per day (in Rs.)

(Detailed break up shall be enclosed with regard to the statutory liabilities.)

**DECLARATION**

I / We understand that the above payment would be made on monthly basis. I / We understand and agree that all taxes would be deducted at source at the applicable rates while making the payments. I/We confirm that we shall, if selected / appointed furnish security deposit within one week of being selected/ appointed.

I / We hereby certify that the information furnished above is true and correct to the best of my/our knowledge. I understand that in case, any deviation is found in the above statement at any stage; I/We shall be blacklisted and will not have any dealing with the Department in future. It is further submitted that the areas specified in the Tender verified and found correct. We shall not raise dispute in the areas specified.

I hereby confirm that I am authorized to sign the Tender Document.

Name of the Authorized signatory :  
Signature of the Authorized signatory :  
with seal/stamp